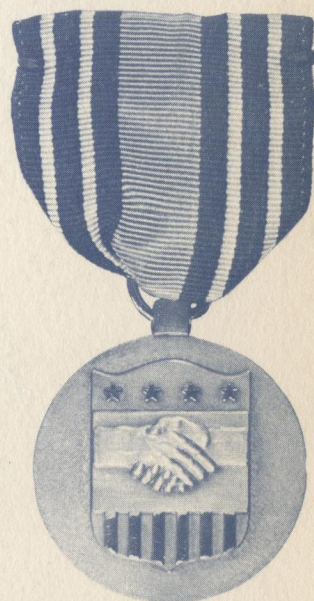
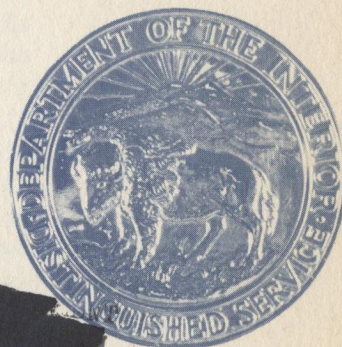


# Honorary Awards in the Federal Government





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This booklet was prepared by the Office of Incentive Systems, U.S. Civil Service Commission, using information from 62 departments and agencies covering 151 honorary awards. The booklet is intended to inform Incentive Awards Administrators and others with major incentive awards program responsibilities of the different types of honorary awards granted by Federal agencies, what they consist of, the criteria on which they are based, the method of presentation used, the level of approval authority, and any restrictions that may exist in granting these awards. The cooperation of departments and agencies in furnishing material for this publication is appreciated.

April 1975



## Preface

Since the beginnings of recorded history, man has used awards in various forms as incentives and in recognition of outstanding achievement.

Down through the ages, the laurel, the scroll, the plaque and the medal have been awarded to distinguish the exceptional achievers. It was Napoleon Bonaparte who said: "I challenge anyone to show me a republic, ancient or modern, in which there have not been decorations."

Rewards for praiseworthy accomplishment have also taken tangible form of considerable value. In ancient times, awards for the deserving often took the form of land grants, pensions and large sums of money.

Historically, awards for achievement, whether in cash or honorary form or both, have three basic ingredients: (1) there must be makers of achievements -- the doers of exceptional things; (2) there must be bestowers of recognition -- persons or institutions sensitive to the desirability of recognizing the doers in a tangible form, and to the value of the recognition as an incentive to others; and (3) there must be observers of recognition -- the public, organizations, colleagues, etc., to acknowledge achievement and the merit of its recognition.



## Honorary Awards in the Federal Government

The Government Employees' Incentive Awards Act authorizes the head of each department and agency to pay cash awards to and to incur necessary expenses for the honorary recognition of civilian officers and employees of the Government who by their suggestions, inventions, superior accomplishments, or other personal efforts, contribute to efficiency, economy, or other improvement of Government operations or who perform special acts or services in the public interest in connection with or related to their official employment.

An honorary award is described in the Federal Personnel Manual as "an incentive award granted by the head of an agency in the form of a certificate, emblem, pin, or other item an employee can wear or display." The honorary award may be granted in addition to a cash award but it is not intended to serve as a substitute for a deserved monetary award. Honorary awards are designed to "select and bestow singular honor as an official recognition of achievement" and as with other incentive awards, they are intended to encourage further accomplishments.

Most departments and agencies have established two or three levels of honorary awards; the highest awards usually being "Distinguished" or "Exceptional" service awards, and consisting of a gold medal and a citation. The second level usually is designated as the "Superior" or "Meritorious" service award, and consists of a silver medal and citation. Top level awards are usually approved and presented by the head of the department or agency or his or her designated representative.

An analysis of the types of honorary recognition granted within Government and specific information concerning such agencies' honor awards programs follows.



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# AWARDS USED FOR HIGHEST RECOGNITION

Of 62 Agencies    0    10    20    30    40    50    60    70    80    90    100

Use Medals



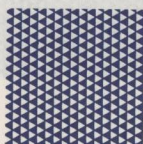
57% or 36 Agencies

Use Certificates



18% or 11 Agencies

Use Plaques



15% or 9 Agencies

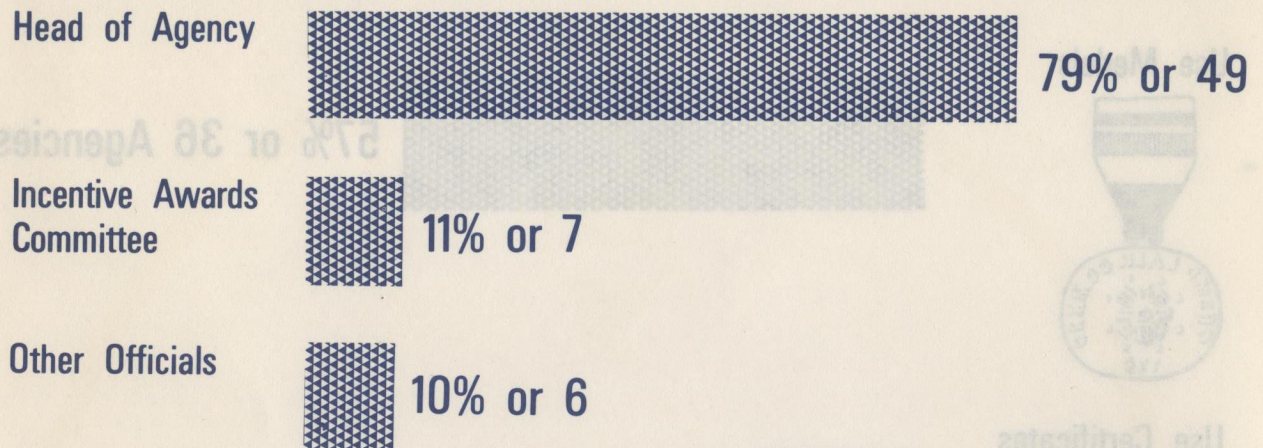
Use Other Forms



10% or 6 Agencies



# APPROVAL AUTHORITY FOR HIGHEST AWARD

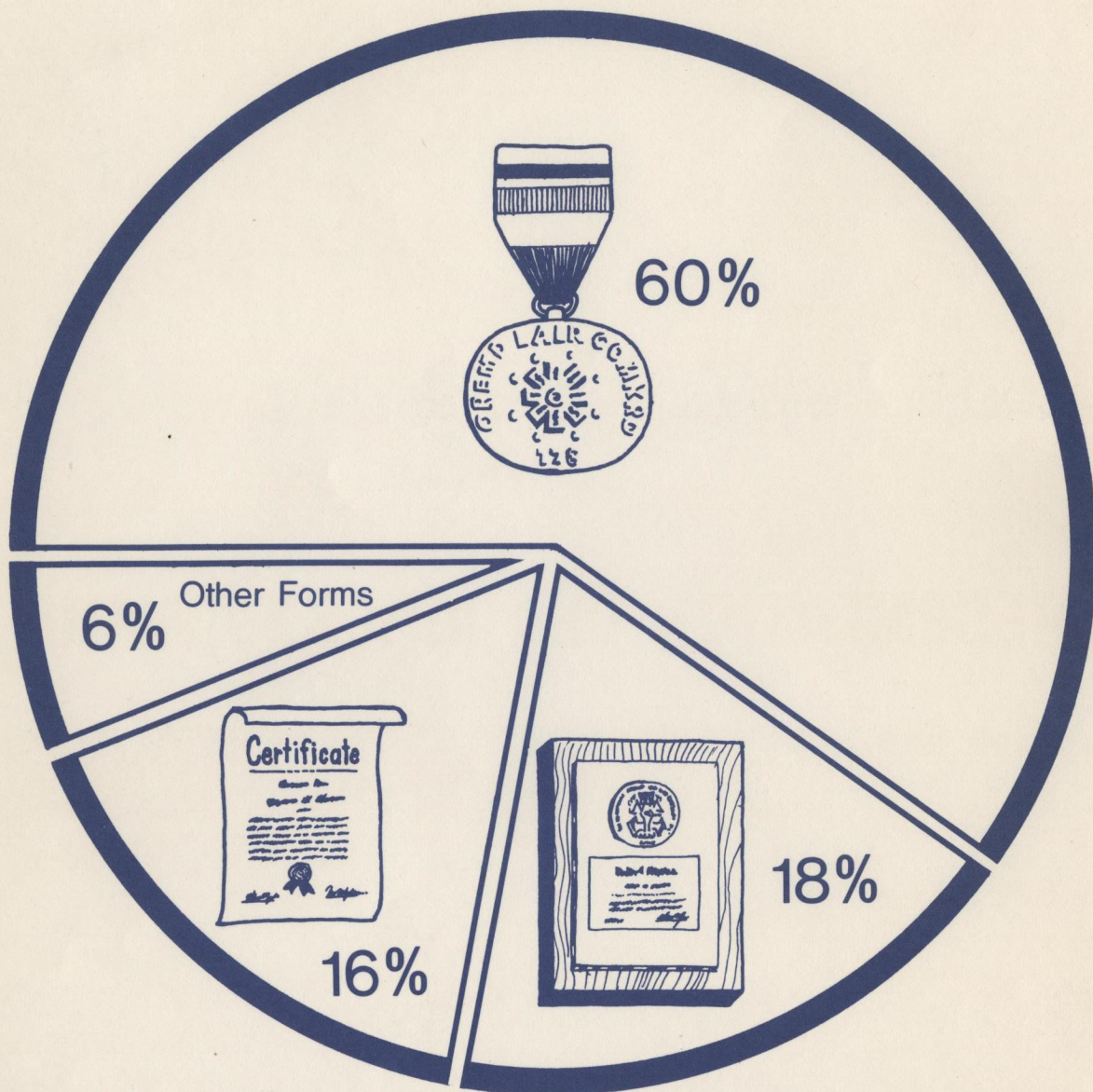


# PRESENTATION OF HIGHEST AWARD





# MAJOR FORMS OF HONORARY RECOGNITION



(comparative percentages of the types of honorary awards used within Federal Agencies -- from a survey of 151 awards)







ACTION



1. The Director, ACTION Awards

Consists of : Bronze plaque and a citation certificate signed by the Director.  
Presented by : The Director or designated representative.  
Granted for : Exceptional international service; exceptional domestic service, administrative excellence.  
Approval level : The Director  
Restrictions : None

2. Special Commendation Award

Consists of : Citation certificate signed by the appropriate Office Head (i.e., Assistant and Associate Directors and the General Counsel).  
Presented by : The appropriate Office Head.  
Granted for : Significant acts or achievements that materially contribute to the accomplishment of the objectives of an organization; performance of an act of courage above that expected or required of an individual; innovations in public service; successful accomplishment of a difficult assignment in such a manner as to reflect credit on the individual or the organization.  
Approval level : Office Heads  
Restrictions : None

ADMINISTRATIVE OFFICE OF THE U.S. COURTS



Director's Distinguished Service Award

Consists of : Plaque  
Presented by : The Director  
Granted for : Outstanding accomplishments or contributions to the Administrative Office or the Federal Judiciary.  
Approval level : The Director  
Restrictions : None



AGENCY FOR INTERNATIONAL DEVELOPMENT



1. Distinguished Honor Award

Consists of : A gold medal, gold lapel emblem, and a citation certificate signed by the Administrator.

Presented by : The Administrator at annual ceremony.

Granted for : Exceptionally outstanding achievements of marked national or international interest; exceptionally outstanding service and/or leadership in administering one or more Agency programs which results in highly successful accomplishment of objectives or specific accomplishments to meet unique or emergency situation; outstanding accomplishments over prolonged period involving exercise of authority or judgment in the public interest.

Approval level : The Administrator, upon recommendation of the awards committee.

2. Superior Honor Award

Consists of : A silver medal, silver lapel emblem, and a citation certificate signed by an Assistant Administrator or head of a major program and staff office.

Presented by : The Administrator at annual ceremony, where feasible; otherwise by the appropriate Assistant Administrator, Head of Office, or Mission Director.

Granted for : Outstanding service to the Agency or the Government, or service of significance when interests of U.S. are involved or which has aided Agency in furthering objectives; outstanding results in increased productivity

Approval level : Assistant Administrators and heads of major program and staff offices who report directly to the Administrator.

Restrictions : None

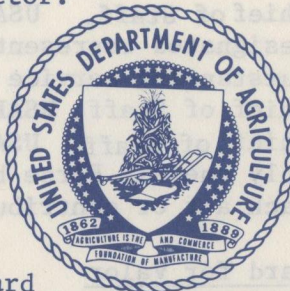


AGENCY FOR INTERNATIONAL DEVELOPMENT (continued)

3. Meritorious Honor Award

- Consists of : A bronze medal, bronze lapel emblem, and a citation certificate signed by an Assistant Administrator or head of major program and staff office in Washington, or a Mission Director overseas.
- Presented by : Appropriate Assistant Administrator or Head of Office in Washington, or Mission Director overseas.
- Granted for : Outstanding service in the conduct or improvement of AID programs or operations; accomplishment of assigned responsibilities in an exemplary manner and establishing a record of achievement; demonstration of unusual initiative in contributing to efficiency, improved management or outstanding executive or technical ability; unusual devotion to duty under adverse conditions.
- Approval level : Assistant Administrator, head of major program and staff office or his designee, Mission Director.
- Restrictions : None

AGRICULTURE, DEPARTMENT OF



1. Distinguished Service Award

- Consists of : Gold medal, gold lapel emblem, and certificate signed by the Secretary (plaque to units).
- Presented by : The Secretary at annual ceremony. Unit awards presented at unit headquarters.
- Granted for : A notably outstanding contribution to agriculture and to public service.
- Approval level : The Secretary
- Restrictions : None

2. Superior Service Award

- Consists of : Silver medal, silver lapel emblem, and certificate signed by the Secretary (plaque to units).
- Presented by : The Secretary at annual ceremony.
- Granted for : Service of unusual value beyond that ordinarily required.
- Approval level : The Secretary
- Restrictions : None.



## AIR FORCE



### 1. Decoration for Exceptional Civilian Service

- Consists of : Gold medal, lapel emblem, rosette, and citation certificate signed by the Secretary of the Air Force.
- Presented by : Secretary or designated representative.
- Granted for : Exceptionally outstanding service which merits recognition by the Secretary of the Air Force. Granted on a highly selective basis to employees who have distinguished themselves by exceptionally meritorious service of major significance to the Air Force.
- Approval level : Secretary of the Air Force
- Restrictions : Only one Air Force honorary award may be given for each act or achievement.

### 2. Award for Meritorious Civilian Service

- Consists of : Silver medal, lapel emblem, rosette, and citation certificate signed by the Chief of Staff, USAF, or a major air commander.
- Presented by : Chief of Staff, USAF, or a major air commander, or designated representative.
- Granted for : Outstanding service which merits recognition by the Chief of Staff, USAF, or a major air commander.
- Approval level : Chief of Staff, USAF, or a major air commander.
- Restrictions : Only one Air Force honorary award may be given for each act or contribution.

### 3. Air Force Civilian Award for Valor

- Consists of : Gold medal, lapel emblem, rosette, and citation certificate signed by the Secretary of the Air Force.
- Presented by : Secretary or designated representative.
- Granted for : Exhibiting great courage, with voluntary risk of personal safety in the face of danger beyond the call of duty, in performing an act that resulted in direct benefit to the Government or its personnel.
- Approval level : Secretary of the Air Force
- Restrictions : Only one Air Force honorary award may be given for each act.

### 4. Command Civilian Award for Valor

- Consists of : Silver medal, lapel emblem, rosette, and citation certificate signed by the Chief of Staff, USAF, or a major air commander.
- Presented by : Chief of Staff, USAF, or a major air commander, or designated representative.
- Granted for : Demonstrating unusual courage or competence in an emergency, while performing assigned duties.
- Approval level : Chief of Staff, USAF, or a major air commander.
- Restrictions : Only one Air Force honorary award may be given for each act.



ARMY



1. Decoration for Exceptional Civilian Service

- Consists of : Gold medal with accompanying lapel rosette and citation certificate signed by Secretary (plus \$300 cash when awarded for Bravery).
- Presented by : Secretary of the Army or head of a major command or his deputy, on behalf of the Secretary.
- Granted for : Exceptionally meritorious service within or beyond the call of duty; or for bravery or voluntary risk of life in the interest of the Government or its personnel.
- Approval level : Secretary of the Army
- Restrictions : Awarded to Army career employees (including foreign nationals, paid from appropriated funds).

2. Meritorious Civilian Service Award

- Consists of : Bronze medal with accompanying rosette and citation certificate signed by Secretary of the Army or head of a major command (plus \$100 in cash when awarded for exhibiting unusual courage and competence in an emergency).
- Presented by : Secretary of the Army or the head of a major command or his deputy.
- Granted for : Meritorious and superior service within or beyond the call of duty; or for unusual courage and competence in an emergency.
- Approval level : Secretary of the Army or head of a major command.
- Restrictions : Awarded to Army career employees (including foreign nationals, paid from appropriate funds).

CIVIL AERONAUTICS BOARD



Superior Accomplishment Award

- Consists of : Certificate of Superior Accomplishment signed by the Chairman and, in most cases, cash or a suitable token.
- Presented by : The Chairman at annual awards ceremony.
- Granted for : Sustained superior performance or a special act or service.
- Approval level : An agency-wide committee chaired by the Executive Director.
- Restrictions : None



CIVIL SERVICE COMMISSION



1. Commissioner's Award for Distinguished Service

Consists of : Honorary citation signed by all Commissioners (\$500 cash optional). Plaque and lapel button for men, charm or brooch for women.

Presented by : Chairman or Commissioners at annual awards ceremony.

Granted for : Exceptional service which is significantly beyond that recognized by other incentive awards.

Approval level : The Commissioners

Restrictions : None

2. Special Citation of Honor

Consists of : Honorary citation signed by all Commissioners and a plaque.

Presented by : The Chairman or Commissioners at annual awards ceremony.

Granted for : Distinguished and outstanding service performed on or off the job which reflects exceptional credit to employee and the Commission.

Approval level : The Commissioners

Restrictions : None

COMMERCE, DEPARTMENT OF



1. Gold Medal Award

Consists of : Gold medal and lapel emblem or pin, and certificate signed by the Secretary.

Presented by : The Secretary at annual awards ceremony.

Granted for : Rare and outstanding contributions of major significance to the Department, the Nation, or the world.

Approval level : Incentive Awards Board of the Department

Restrictions : None

2. Silver Medal Award

Consists of : Silver medal and lapel emblem or pin, and certificate signed by the Secretary.

Presented by : The Secretary at annual awards ceremony.

Granted for : Contributions of unusual value to the Department.

Approval level : Incentive Awards Board of the Department.

Restrictions : None



COMMERCE, DEPARTMENT OF (continued)

3. Bronze Medal Award

Consists of : Bronze medal and lapel emblem or pin, and certificate signed by appropriate Program Assistant Secretary and/or head of the operating unit.

Presented by : Program Assistant Secretary or head of the operating unit.

Granted for : Extremely competent performance of official duties in the Department over a long period of time.

Approval level : Appropriate Program Assistant Secretary.

Restrictions : None

CONSUMER PRODUCT SAFETY COMMISSION



1. Distinguished Service Award

Consists of : An honor certificate signed by the Chairman and the Commissioners, a gold medal and a gold pin.

Presented by : The Chairman and the Commissioners at annual awards ceremony.

Granted for : Major long-term contribution to the CPSC mission.

Approval level : CPSC Board on Employee Honor Awards

Restrictions : None

2. Meritorious Service Award

Consists of : An honor certificate signed by the Chairman and the Commissioners, a silver medal and a silver pin.

Presented by : The Chairman and the Commissioners at annual awards ceremony.

Granted for : Significant contribution with deep and lasting impact on CPSC and society consumer protection.

Approval level : CPSC Board on Employee Honor Awards.

Restrictions : None

3. Chairman's Special Citation

Consists of : An honor certificate signed by the Chairman and a plaque.

Presented by : The Chairman at annual awards ceremony.

Granted for : This is the Chairman's personal award for major contribution to CPSC goals of singular achievements.

Approval level : The Chairman

Restrictions : None



COST ACCOUNTING STANDARDS BOARD



Public Service Award

Consists of : A plaque inscribed with a description of achievement.  
Presented by : The Chairman  
Granted for : Significant contributions in the field of cost accounting.  
Approval level : The Chairman and members of the Board.  
Restrictions : None

DEFENSE, DEPARTMENT OF



Distinguished Civilian Service Award

Consists of : Medal, rosette, miniature medal, and citation signed by the Secretary.  
Presented by : The Secretary or his designee.  
Granted for : Exceptional devotion to duty and extremely significant contributions of broad scope to the efficiency, economy, or other improvement in the operations of the Department. Each military department or defense agency may nominate up to six employees annually.  
Approval level : Secretary of Defense Awards Board  
Restrictions : A competitive award granted to no more than seven employees annually.



DEFENSE, OFFICE OF THE SECRETARY OF

Meritorious Civilian Service Medal

Consists of : Medal, rosette, miniature medal, and citation signed by the Secretary.  
Presented by : The Secretary  
Granted for : Exceptional accomplishment of assigned duties; development of improved methods and procedures or inventions which have accomplished extraordinary results, or great courage and voluntary risk of personal safety in the face of danger.  
Approval level : OSD Incentive Awards Board.  
Restrictions : None



DEFENSE COMMUNICATIONS AGENCY



Director's Award for Exceptional Civilian Service

Consists of : Citation certificate bearing the signature of the Director, a medal, and a lapel pin. (If for a heroic act, a token cash award of \$200 will accompany if no other cash award has previously been granted in connection with the act.)

Presented by : The Director

Granted for : Accomplishment of assigned duties in an exceptional manner for a period of at least two years.

Approval level : The Director

Restrictions : None

DEFENSE CONTRACT AUDIT AGENCY



1. Distinguished Civilian Service Award

Consists of : Gold medal with rosette and citation certificate.

Presented by : The Director

Granted for : Accomplishments of an exceptional manner with extraordinary results for the Agency or the Federal Government. Exhibition of great courage and voluntary risk of personal safety.

Approval level : The Director

Restrictions : None

2. Meritorious Civilian Service Award

Consists of : Silver medal with rosette and a citation certificate.

Presented by : The Director

Granted for : Accomplishments of significant value to the Agency or the Federal Government.

Approval level : The Director

Restrictions : None

3. Civilian Award for Achievement

Consists of : Plaque with metal plate containing an engraved citation signed by the Director

Presented by : The Director

Granted for : Exceptional achievement or service over an extended period of time.

Approval level : The Director

Restrictions : None



## DEFENSE INTELLIGENCE AGENCY



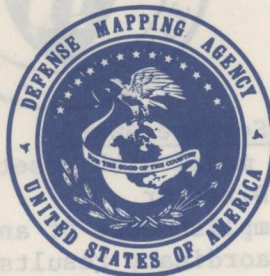
### 1. The Director's Award for Exceptional Civilian Service

Consists of : A gold medal, certificate, and citation signed by the Director.  
Presented by : The Director at annual awards ceremony.  
Granted for : Exceptional service and achievements of paramount significance to the Agency, DoD, and /or the Federal Government.  
Approval level : The Director  
Restrictions : None

### 2. Award for Meritorious Civilian Service

Consists of : A gold medal, certificate, and citation signed by the Director.  
Presented by : The Director at annual awards ceremony.  
Granted for : Contributions of the highest scope, exceptionally meritorious, and worthy of special acclaim.  
Approval level : The Director  
Restrictions : None

## DEFENSE MAPPING AGENCY



### 1. Distinguished Civilian Service Award

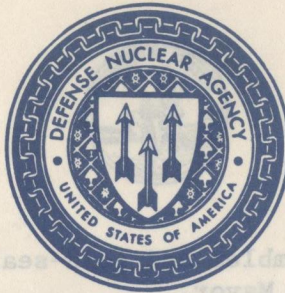
Consists of : Gold medal and lapel pin with certificate signed by the Director.  
Presented by : The Director at annual awards ceremony.  
Granted for : Distinguished service of major significance to DMA.  
Approval level : The Director  
Restrictions : None

### 2. Meritorious Civilian Service Award

Consists of : Silver medal and lapel pin, certificate signed by the Director.  
Presented by : Director at annual awards ceremony.  
Granted for : Meritorious service rendered to DMA.  
Approval level : The Director  
Restrictions : None



DEFENSE NUCLEAR AGENCY



1. Decoration for Exceptional Civilian Service

Consists of : Gold medal, lapel emblem, rosette, and citation certificate signed by the Director.  
Presented by : The Director or designated representative.  
Granted for : Exceptionally meritorious service of major significance to DNA.  
Approval level : Director  
Restrictions : None

2. Decoration for Meritorious Civilian Service

Consists of : Silver medal, lapel emblem, rosette, and citation certificate signed by the Director, (cash award may be presented simultaneously).  
Presented by : The Director or designated representative.  
Granted for : Contributions to DNA which are sufficiently praiseworthy and commendable that special recognition is appropriate.  
Approval level : Director for Headquarters and Major Command for all others.  
Restrictions : Only one award for one achievement.

DEFENSE SUPPLY AGENCY



1. Exceptional Civilian Service Award

Consists of : Gold medal, lapel emblem and citation certificate. Token cash award.  
Presented by : The Director or Commander of major field activity on behalf of the Director.  
Granted for : Exceptionally meritorious service of major significance to the Defense Supply Agency or the Department of Defense.  
Approval level : The Director  
Restrictions : None

2. Meritorious Civilian Service Award

Consists of : Silver medal, lapel emblem and citation certificate.  
Presented by : Commander of major field activity or one of his subordinate commanders on his behalf.  
Granted for : Meritorious and outstanding performance within or beyond the call of duty.  
Approval level : Commander of major field activity.  
Restrictions : None



DISTRICT OF COLUMBIA GOVERNMENT



1. Distinguished Service Award

Consists of : Gold emblem and gold-seal certificate signed by the Mayor.  
Presented by : The Mayor at annual awards ceremony.  
Granted for : Contribution carrying extraordinary benefits in the form of a suggestion, sustained superior performance, special act or service.  
Approval level : D.C. Incentive Awards Committee.  
Restrictions : None

2. Meritorious Service Award

Consists of : Silver emblem and silver-seal certificate signed by the Mayor.  
Presented by : The Mayor at annual awards ceremony.  
Granted for : Contribution carrying unusual benefits in the form of a suggestion, sustained superior performance, special act.  
Approval level : D.C. Incentive Awards Committee.  
Restrictions : None

ENVIRONMENTAL PROTECTION AGENCY



1. Gold Medal for Exceptional Service

Consists of : Gold medal, lapel pin and certificate.  
Presented by : The Administrator.  
Granted for : Outstanding service to mission of environmental protection, or in program leadership; major contribution to scientific and technological knowledge; distinguished authorship; heroic action.  
Approval level : The Administrator  
Restrictions : EPA employees

2. Silver Medal for Superior Service

Consists of : Silver medal, lapel pin and certificate.  
Presented by : The Administrator.  
Granted for : Highly meritorious service to the mission of environmental protection; exceptional initiative or creative ability with regard to work methods, procedures or devices, unusual courage or competence in an emergency, meritorious authorship.  
Approval level : The Administrator  
Restrictions : EPA employees



ENVIRONMENTAL PROTECTION AGENCY (continued)

3. Bronze Medal for Commendable Service

Consists of : Bronze medal, lapel pin, and certificate.  
Presented by : Assistant Administrators, Regional Administrators, Heads of Headquarters Staff Offices, NERC Directors.  
Granted for : Accomplishment of particularly difficult or important assignments that reflect credit on employee and Agency; superior accomplishments in equal opportunity; unusual initiative or creative ability in increasing productivity, efficiency, or economy.  
Approval level : Assistant Administrators, Regional Administrators, Heads of Headquarters Staff Offices, NERC Directors.  
Restrictions : EPA employees

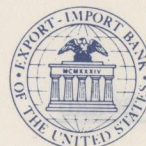
EQUAL EMPLOYMENT OPPORTUNITY COMMISSION



The Commission Award

Consists of : Certificate signed by all the Commissioners.  
Presented by : The Chairman  
Granted for : Accomplishments of an exceptional nature benefiting the EEOC or the Government, notable contribution in the field of EEO significantly contributing to the Agency's mission.

EXPORT-IMPORT BANK OF THE UNITED STATES



1. Distinguished Service Award

Consists of : Gold medal, certificate and a lapel button or pin.  
Presented by : The Chairman at annual awards ceremony.  
Granted for : The most outstanding accomplishments or contributions to the Bank or to the Government.  
Approval level : The Chairman and other Members of the Board of Directors.  
Restrictions : None

2. Meritorious Service Award

Consists of : Silver medal, certificate and a lapel button or pin.  
Presented by : The Chairman at annual awards ceremony.  
Granted for : Achievement that clearly goes beyond normal performance requirements.  
Approval level : The Chairman and other Members of the Board of Directors  
Restrictions : None



## FARM CREDIT ADMINISTRATION



### Meritorious Service Award

Consists of : Desk pen set-hand-engrossed certificate.  
Presented by : The Governor  
Granted for : Prolonged outstanding service, special act, meritorious completion of draft special assignment.  
Approval level : The Governor  
Restrictions : None

## FEDERAL COMMUNICATIONS COMMISSION



### 1. Exceptional Service Award

Consists of : Gold medal, lapel emblem or pin  
Presented by : The Commissioners.  
Granted for : Rare and outstanding contributions to the Commission, the Nation, or humanity.  
Approval level : The Commissioners  
Restrictions : None

### 2. Meritorious Service Award

Consists of : Silver medal, lapel emblem or pin.  
Presented by : The Commissioners  
Granted for : Major contributions of unusual value to the Commission.

## FEDERAL HOME LOAN BANK BOARD



### OMEGA Award

Consists of : Large lump-sum cash award  
Presented by : The Chairman  
Granted for : Outstanding contribution which affects the agency's goal or mission.  
Approval level : The Chairman  
Restrictions : None



FEDERAL MARITIME COMMISSION



1. Exceptional Service Award

Consists of : Gold medal  
Presented by : The Chairman  
Granted for : Exceptionally outstanding contribution to the public, the Nation, or humanity.  
Approval level : The Chairman  
Restrictions : None

2. Meritorious Service Award

Consists of : Silver medal  
Presented by : The Chairman  
Granted for : Services of unusual value to the Commission.  
Approval level : The Chairman  
Restrictions : None

FEDERAL MEDIATION AND CONCILIATION SERVICE



1. Distinguished Service Award

Consists of : Bronze plaque which may optionally be supplemented with cash.  
Presented by : The Director  
Granted for : Outstanding contribution in field of labor-management relations; outstanding skill in public administration and supervision; notable creative service.  
Approval level : Incentive Awards Committee  
Restrictions : None

2. Meritorious Service Award

Consists of : Plaque which may optionally be accompanied by cash.  
Presented by : The Director or top staff official.  
Granted for : Service that approaches standard for Distinguished Service Award but insufficiently outstanding or exceptional to merit highest award.  
Approval level : Incentive Awards Committee  
Restrictions : None



## FEDERAL POWER COMMISSION



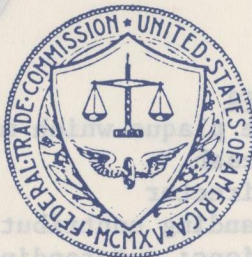
### 1. Distinguished Service Award

- Consists of : Commendation signed by the Commissioners and a gold medal.
- Presented by : Chairman or his designated representative (usually at annual ceremony).
- Granted for : Such unusual achievements or benefits to the Government, the Nation, or mankind as to merit the highest honor the Commission can grant.
- Approval level : Chairman
- Restrictions : None

### 2. Meritorious Service Award

- Consists of : A citation signed by the Chairman and an engraved silver desk plaque.
- Presented by : The Chairman or his designated representative (usually at annual ceremony).
- Granted for : Accomplishments sufficiently beyond the normal position expectations as to justify honorary recognition of a high, but not the highest order.
- Approval level : The Chairman
- Restrictions : None

## FEDERAL TRADE COMMISSION



### 1. Distinguished Service Award

- Consists of : Certificate signed by the Chairman (may be accompanied by cash).
- Presented by : Chairman at annual ceremony
- Granted for : Outstanding work-related contributions to the Federal service or the Nation.
- Approval level : Bureau Director/Office Head, Assistant Director of Personnel
- Restrictions : None

### 2. Superior Service Award

- Consists of : Certificate signed by the Chairman (frequently accompanied by cash).
- Presented by : Chairman at annual ceremony
- Granted for : Service of unusual value such as a major contribution to a Commission Program, or unusually competent performance of official duties over an extended period of time.
- Approval level : Bureau Director/Office Head, Assistant Director of Personnel
- Restrictions : None



## FEDERAL TRADE COMMISSION (continued)

### 3. Meritorious Service Award

Consists of : Certificate signed by the Chairman (sometimes accompanied by cash).  
Presented by : The Chairman at annual ceremony.  
Granted for : Suggestions or accomplishments of a significant nature such as contributions which result in important improvements in work performance sustained over a period of at least six months, and exemplary performance of assigned duties in the face of unusual difficulties.  
Approval level : Bureau Director/Office Head, Assistant Director of Personnel.  
Restrictions : None

## FOREIGN CLAIMS SETTLEMENT COMMISSION



### 1. Distinguished Service Award

Consists of : Certificate, with or without a diamond-studded gold lapel emblem.  
Presented by : The Chairman  
Granted for : Rare and outstanding contributions of major significance to science, technology, administration, the Federal service, or the Nation; highly distinguished authorship of national or international significance.  
Approval level : The Chairman  
Restrictions : None

### 2. Superior Service Award

Consists of : Certificate with or without a ruby-studded gold lapel emblem.  
Presented by : The Chairman  
Granted for : Major contribution of unusual value to the mission; contribution to science, technology, or administration.  
Approval level : The Chairman  
Restrictions : None



## GENERAL ACCOUNTING OFFICE



### 1. Comptroller General's Award

Consists of : Plaque (bearing GAO seal) with citation and a lapel emblem.  
Presented by : Comptroller General  
Granted for : Highest award given by GAO. Recipients selected personally by the Comptroller General.  
Approval level : Comptroller General  
Restrictions : None

### 2. Distinguished Service Award

Consists of : Gold medal, certificate with citation, and a lapel emblem.  
Presented by : Comptroller General  
Granted for : Exceptional contributions of major significance to the Office or the Nation.  
Approval level : Comptroller General  
Restrictions : None

### 3. Meritorious Service Award

Consists of : Silver medal, a certificate with citation and a lapel emblem.  
Presented by : Comptroller General  
Granted for : Superior accomplishment far above that ordinarily expected for an individual  
Approval level : Comptroller General  
Restrictions : None

## GENERAL SERVICES ADMINISTRATION



### 1. Administrator's Exceptional Service Award

Consists of : Engraved plaque  
Presented by : The Administrator or authorized representative.  
Granted for : Extraordinary service, suggestion or accomplishment which contributes significantly to improved effectiveness in a major GSA program area, a career of exceptional public service; exceptional heroic action related to official employment during an emergency.  
Approval level : The Administrator.  
Restrictions : None



## GENERAL SERVICES ADMINISTRATION (continued)

### 2. Meritorious Service Award

Consists of : Engraved silver medal, lapel pin, and certificate signed by the Administrator.  
Presented by : The Administrator, Regional Administrator, or authorized representative.  
Granted for : Superior performance related to assigned duties but not of such exceptional nature to merit higher award.  
Approval level : The Administrator.  
Restrictions : None

### 3. Commendable Service Award

Consists of : Certificate signed by Administrator, Heads of Services and Staff Offices (Central Office), or Regional Administrator (field locations).  
Presented by : Head of Service or Staff Office (Central Office) or Regional Administrator (field locations).  
Granted for : Superior work-related achievements not meeting criteria for higher award.  
Approval level : Official signing the certificate.  
Restrictions : None

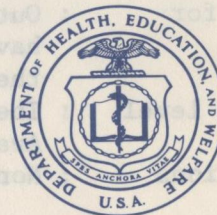


## GOVERNMENT PRINTING OFFICE

### Distinguished Service Award

Consists of : Gold medal and certificate signed by Public Printer.  
Presented by : Public Printer  
Granted for : Greatest contribution to operation of the Government Printing Office, the Government, and for the printing industry.  
Approval level : Public Printer  
Restrictions : None

## HEALTH, EDUCATION AND WELFARE, DEPARTMENT OF



### 1. Distinguished Service Award

Consists of : Gold medal and lapel emblem, (for individuals) and certificate signed by the Secretary.  
Presented by : The Secretary usually at annual ceremony.  
Granted for : A notably outstanding contribution to health, education, welfare, or administration within and beyond the call of duty.  
Approval level : The Secretary  
Restrictions : None



HEALTH, EDUCATION AND WELFARE, DEPARTMENT OF (continued)

2. Secretary's Special Citation

Consists of : Citation of not more than 300 words signed by the Secretary, and a plaque.  
Presented by : The Secretary  
Granted for : Special accomplishments which deserve recognition by the Secretary.  
Approval level : The Secretary  
Restrictions : None

3. Certificate of Appreciation

Consists of : Certificate signed by the Secretary and mounted on a walnut plaque.  
Presented by : The Secretary  
Granted for : Instances of long history of unusual and exemplary dedication, loyalty and effectiveness, resulting in a special contribution to the Department, when other honor awards or the Secretary's Special Citation is not appropriate.  
Approval level : Secretary  
Restrictions : None

HOUSING AND URBAN DEVELOPMENT, DEPARTMENT OF



1. Distinguished Service Award

Consists of : A leather-bound folder containing hand inscribed certificate and citation; and a walnut-framed shadow box with velvet background, to which is affixed a 2-inch medallion seal of the Department and a gold plate inscribed with name of award, recipient, and date.  
Presented by : The Secretary at annual awards ceremony.  
Granted for : Outstanding achievements and contributions which have improved Departmental operations or served the public interest.  
Approval level : The Secretary upon recommendation of the Departmental Awards Committee.  
Restrictions : None



(continued)

HOUSING AND URBAN DEVELOPMENT, DEPARTMENT OF (continued)

2. Certificate of Merit

- Consists of : A certificate signed by the Secretary and mounted on a walnut plaque with plexiglass covering. The official HUD Seal (embossed in gold) with red/white/blue ribbon affixed to the certificate, which includes a statement about the awardee's contribution.
- Presented by : The Secretary or Under Secretary at annual awards ceremony.
- Granted for : Outstanding contributions which improved Departmental operations or served the public interest. (In addition to candidates nominated specifically for the Certificate of Merit, anyone nominated but not selected to receive the HUD Distinguished Service Award is automatically considered for this award.)
- Approval level : The Secretary upon recommendation of the Departmental Awards Committee.
- Restrictions : None

3. Certificate of Superior Service

- Consists of : A certificate - signed by the Secretary, Assistant Secretary (or equivalent) or a Regional Administrator noting the accomplishment for which it is given. Affixed to the certificate is the official HUD Seal (embossed in gold) with red/white/blue ribbon.
- Presented by : The Secretary, Assistant Secretary (or equivalent), or Regional Administrator.
- Granted for : Sustained superior performance or a special act that warrants such recognition. This is the highest honorary award which may be given by the above officials. The Certificate may be presented with or without a monetary award.
- Approval level : The Secretary, Assistant Secretary (or equivalent), or Regional Administrator.
- Restrictions : None

INTERIOR, DEPARTMENT OF



1. Distinguished Service Award

- Consists of : Gold medal, gold lapel emblem, certificate signed by the Secretary, and a letter-size typed citation, signed by the Secretary, outlining the achievements of the individual.
- Presented by : The Secretary
- Granted for : Outstanding contribution to science, outstanding skill or ability in the performance of duty, an eminent career in the Department, and outstanding record in administration or any other outstanding contribution to public service.



## INTERIOR, DEPARTMENT OF (continued)

Approval level : Incentive Awards Committee  
Restrictions : Nominees must have previously received Meritorious Service Award. Cases must have final action within 6 months of retirement or death.

### 2. Meritorious Service Award

Consists of : Silver medal and lapel emblem, certificate and citation signed by the Secretary, citation containing a statement of the meritorious or superior service.  
Presented by : Bureau head or regional manager.  
Granted for : An important contribution to science or management; a notable career; superior service in administration or in the execution of duties; initiative in devising new and improved work methods and procedures; superior achievement in improving safety or health of workers or employee morale; or any other meritorious or superior service which can be compared to the degree of service required for an excellent performance rating.

Approval level : Incentive Awards Committee  
Restrictions : Cases must have final action within 6 months of retirement or death.

### 3. Unit Award for Excellence of Service

Consists of : Certificate bearing the Departmental Seal on a silver embossment. A miniature of this certificate may be provided for each member of the unit; typed citation signed by the Secretary containing a statement of the group's excellence of service.  
Presented by : Bureau head or regional manager.  
Granted for : Performance of a group in a superior manner.  
Approval level : Incentive Awards Committee.  
Restrictions : Final action within 6 months of determination of contribution.

## JUSTICE, DEPARTMENT OF



### 1. Exceptional Service Award (Individual Only)

Consists of : Crystal Eagle on black leather base (may include cash, dependent upon benefits).  
Presented by : The Attorney General  
Granted for : Exceptionally outstanding contribution to the Department or outstanding leadership of major programs.  
Approval level : The Attorney General  
Restrictions : Employee of the Department.



2. Distinguished Service Award

Consists of : Department Seal encased in lucite and mounted on black base (may include cash, dependent upon benefits).  
Presented by : The Attorney General  
Granted for : Achievements which approach standard required for Exceptional Service Award but are less exceptional or outstanding.  
Approval level : The Attorney General  
Restrictions : Employees of the Department

LABOR, DEPARTMENT OF



1. Philip Arnow Award

Consists of : Plexiglass Trophy and \$1,000  
Presented by : The Secretary at annual honor awards ceremony.  
Granted for : Outstanding and unusual leadership in the work of the Labor Department.  
Approval level : Top Departmental level  
Restrictions : None

2. Distinguished Career Service Award

Consists of : Honor award plaque  
Presented by : The Secretary at annual honor awards ceremony.  
Granted for : Outstanding career over a long period of time.  
Approval level : Top Department level  
Restrictions : None

3. Distinguished Achievement Award (Individual Only)

Consists of : Honor award plaque  
Presented by : The Secretary at annual honor awards ceremony.  
Granted for : Outstanding or exceptional contribution to the public service.  
Approval level : Top Departmental level  
Restrictions : None

4. Meritorious Achievement Award (Individual Only)

Consists of : Honor award plaque  
Presented by : The Secretary at annual honor awards ceremony.  
Granted for : Achievements that approach high standard required for distinguished but somewhat less outstanding or exceptional.  
Approval level : Top Departmental level  
Restrictions : None



5. Group Honor Awards

Consists of : Honor award plaque (each member of the group receives an engraved medallion).  
Presented by : The Secretary at annual honor awards ceremony.  
Granted for : Notable achievement in the public service and inspiring examples of effective team work.  
Approval level : Top Departmental level  
Restrictions : None, except that nominations must be initiated by a supervisor at a higher supervisory level than the group or unit concerned; joint recommendations required from each organizational head where employees of more than one organizational unit are involved.

LIBRARY OF CONGRESS



1. Distinguished Service Award

Consists of : Honorary certificate with citation and letter each signed by the Librarian of Congress.  
Presented by : The Librarian of Congress at special ceremonies.  
Granted for : Contributions of great significance or exceptional value to the Library, or through the Library to other libraries, Government agencies, or institutions in the Nation or the world; or for special acts or services of great value to individuals, the Library or through the Library to other Government agencies, or institutions, or through the Library to the Nation.  
Approval level : Librarian of Congress  
Restrictions : None

2. Superior Service Award

Consists of : Honorary certificate with citation and letter both signed by the Librarian of Congress.  
Presented by : The Librarian of Congress at awards ceremonies held four times a year.  
Granted for : Contributions of considerable benefit to the Library, or through the Library to other libraries, agencies, or institutions; or for acts or services that deserve special recognition because of their benefit to individuals, to the Library, or through the Library to other libraries, institutions, or Government agencies.  
Approval level : The Librarian of Congress  
Restrictions : None



## LIBRARY OF CONGRESS (continued)

### 3. Meritorious Service Award

Consists of : Honorary certificate with citation and letter both signed by the Librarian of Congress.

Presented by : The Librarian of Congress at awards ceremonies held four times a year.

Granted for : Contributions of moderate benefit to the Library, or through the Library to other libraries, agencies, or institutions, or for acts or services that merit recognition within the Library.

Approval level : Department Directors

Restrictions : None

## NATIONAL AERONAUTICS AND SPACE ADMINISTRATION



### 1. Distinguished Service Medal

Consists of : Gold medal, gold lapel emblem, ribbon rosette and a certificate bearing the official seal of NASA and signed by the Administrator.

Presented by : The Administrator

Granted for : Contribution representing substantial progress in Aeronautical or Space Exploration in the interest of the United States.

Approval level : The Administrator

Restrictions : None

### 2. Exceptional Scientific Achievement Medal

Consists of : Gold medal, gold lapel emblem, ribbon rosette, and a certificate bearing the official seal of NASA and signed by the Administrator.

Presented by : The Administrator

Granted for : Unusually significant scientific accomplishments which contribute to the programs of NASA, the Department of Defense, or other Government agencies.

Approval level : The Administrator

Restrictions : None

### 3. Exceptional Bravery Medal

Consists of : Gold medal, gold lapel emblem, ribbon rosette, and a certificate bearing the official seal of NASA and signed by the Administrator.

Presented by : The Administrator

Granted for : Exemplary and courageous handling of an emergency in program activities, by an individual who, independent of personal danger, has acted to prevent the loss of human life or Government property.

Approval level : The Administrator

Restrictions : None



NATIONAL AERONAUTICS AND SPACE ADMINISTRATION (continued)

4. Exceptional Service Medal

Consists of : Gold medal, gold lapel emblem, ribbon rosette,  
and a certificate bearing the official seal of NASA  
and signed by the Administrator.  
Presented by : The Administrator  
Granted for : Significant achievement or service characterized  
by unusual initiative or creative ability that  
clearly demonstrates substantial improvement in  
engineering, administration, spaceflight, or  
space related endeavors which contribute to the  
programs of NASA.  
Approval level : The Administrator  
Restrictions : None

NATIONAL CAPITAL PLANNING COMMISSION



1. Distinguished Service Award

Consists of : Certificate, medallion, or plaque, with or without  
cash.  
Presented by : The Chairman  
Granted for : Exceptional or meritorious individual or group  
achievement.  
Approval level : The Incentive Awards Committee  
Restrictions : Limited to \$350 per person per year.

2. Superior Service Award

Consists of : Certificate or plaque, with or without cash.  
Presented by : The Chairman  
Granted for : Exceptional or meritorious individual or group  
achievement.  
Approval level : The Incentive Awards Committee  
Restrictions : Limited to \$350 per person per year.

NATIONAL CREDIT UNION ADMINISTRATION



1. Exceptional Service Award

Consists of : Gold medal and certificate signed by Administrator.  
Presented by : The Administrator at a ceremony.  
Granted for : Exceptionally outstanding contribution to the  
public, the Nation, or humanity.  
Approval level : The Administrator  
Restrictions : None



## NATIONAL CREDIT UNION ADMINISTRATION (continued)

### 2. Meritorious Service Award

Consists of : Silver medal and certificate signed by the Administrator.  
Presented by : The Administrator at a monthly ceremony.  
Granted for : Services or achievements of unusual value which deserve special recognition.  
Approval level : The Administrator  
Restrictions : None

### 3. Administrator's Special Citation

Consists of : Special certificate signed by the Administrator.  
Presented by : The Administrator at a ceremony.  
Granted for : Recognition of accomplishments in instances where it is impractical to grant one of the other awards.  
Approval level : The Administrator  
Restrictions : None

## NATIONAL MEDIATION BOARD



### 1. Distinguished Service Award

Consists of : Citation signed by the three Board members.  
Presented by : The Chairman or a Board member.  
Granted for : Outstanding or exceptional contributions to public service.  
Approval level : The Board  
Restrictions : None

### 2. Meritorious Service Award

Consists of : Citation signed by the three Board members.  
Presented by : The Chairman or a Board member.  
Granted for : High standard of public service and significant performance of official duties.  
Approval level : The Board  
Restrictions : None



NATIONAL SCIENCE FOUNDATION



1. Distinguished Service Award

Consists of : Gold medal, gold lapel emblem, and certificate signed by the Director.  
Presented by : The Director  
Granted for : Only the most exceptional accomplishments and contributions which have direct benefit to the Foundation or the Government.  
Approval level : The Director  
Restrictions : None

2. Meritorious Service Award

Consists of : Silver medal, silver lapel emblem and certificate signed by the Director.  
Presented by : The Director  
Granted for : Outstanding accomplishments and contributions which have direct benefit to the Foundation and to the Government.  
Approval level : The Director  
Restrictions : None

NAVY



1. Distinguished Civilian Service Award

Consists of : A medal suspended on a ribbon, rosette, lapel bar, and a certificate containing a citation signed by the Secretary of the Navy.  
Presented by : Secretary; or, highest ranking person available at employing activity.  
Granted for : A distinguished and extraordinary service or contribution of major significance to the Department. The achievement or service must be truly exceptional even among outstanding accomplishments and when measured against job responsibility. Used only when the contribution is so extraordinary that recognition over and above that which may be conferred at bureau, office or headquarters command level is deserved.  
Approval level : Secretary of the Navy  
Restrictions : Civilian employees only.



NAVY (continued)

2. Superior Civilian Service Award

- Consists of : A medal suspended on a ribbon, lapel bar, and a certificate signed by the Chief of a bureau or office, or by the Commander of a headquarters command.
- Presented by : Chief of bureau or office, Commander of a headquarters command, or highest ranking individual available.
- Granted for : A service or contribution which has resulted in exceptional value and/or benefits to the Navy, but not of such an extraordinary nature as to warrant consideration for the Distinguished Civilian Service Award.
- Approval level : Chief of bureau or office, Commander of a headquarters command.
- Restrictions : Civilian employees only.

3. Meritorious Civilian Service Award

- Consists of : Lapel emblem and certificate signed by the head of the employing activity.
- Presented by : Head of the employing activity
- Granted for : A service or contribution which has been of high value or benefit to the Navy, but not of such an exceptional nature to warrant consideration for either of the above awards.
- Approval level : Head of the employing activity.
- Restrictions : Civilian employees only

4. Award for Merit for Group Achievement

- Consists of : A certificate for the group, containing a citation signed by the head of the activity, and a miniature of the certificate for each member of the group.
- Presented by : Head of the activity
- Granted for : An achievement as a group in which the contribution of one member is not readily distinguishable from that of another, and the group contribution is comparable to one for which an individual would receive Meritorious Civilian Service Award consideration.
- Approval level : Head of the activity.



OFFICE OF ECONOMIC OPPORTUNITY



(CONSUMER SERVICES ADMINISTRATION)

1. Exceptional Service Award

Consists of : Appropriate certificate  
Presented by : The Director  
Granted for : Exceptional service, leadership, or contribution to the mission of the Agency.  
Approval level : The Director (on recommendation of Awards Board)  
Restrictions : None

2. Meritorious Service Award

Consists of : Appropriate certificate  
Presented by : The Director  
Granted for : Meritorious service within or beyond the required duties.  
Approval level : The Director (on recommendation of Awards Board)  
Restrictions : None

OFFICE OF MANAGEMENT AND BUDGET



1. Exceptional Service Award

Consists of : Lapel emblem, citation signed by the Director, and desk pen set with inscription.  
Presented by : The Director  
Granted for : Sustained meritorious service for a period of years by performing assigned duties in such an outstanding manner as to be clearly exceptional.  
Approval level : The Director  
Restrictions : None

2. Professional Achievement Award

Consists of : Lapel emblem, citation signed by the Director, and desk pen set with inscription.  
Presented by : The Director  
Granted for : Demonstrated exceptional growth as evidenced by outstanding capacity to assume rapidly their assigned responsibilities and to perform at a level normally expected of more senior employees.  
Approval level : The Director  
Restrictions : For junior professionals.

3. Meritorious Service Award

Consists of : Lapel emblem, citation signed by the Director, and desk pen set with inscription.  
Presented by : The Director  
Granted for : Outstanding service  
Approval level : The Director  
Restrictions : For non-professional staff members



PANAMA CANAL COMPANY



Distinguished Service Award

Consists of : An honorary certificate which may optionally be accompanied by cash.

Presented by : Head of the Agency.

Granted for : Clearly exceptional and exemplary performance which has resulted in a distinct and clearly identifiable benefit to the Agency over a number of years, or for the original development, major improvement, or alteration of methods, procedures or products resulting in extraordinary benefit to the Agency, not appropriately recognizable by any other award.

Approval level : Head of the Agency.

Restrictions : Agency employees only. The award is accompanied by a \$500 cash payment in those cases where the employee occupies a position at a grade not higher than NM-11 in the non-manual category or the equivalent in another category.

RENEGOTIATION BOARD, THE



1. Distinguished Service Award

Consists of : Certificate signed by the Chairman.

Presented by : The Chairman

Granted for : Recognition of outstanding service, which has been marked by major contributions and achievements within and beyond the call of duty.

Approval level : The statutory Renegotiation Board.

Restrictions : None

2. Meritorious Service Award

Consists of : Certificate signed by the Chairman.

Presented by : The Chairman

Granted for : Superior and exceptional service within or beyond the call of duty.

Approval level : The statutory Renegotiation Board.

Restrictions : None



Distinguished Service Award

Consists of : Citation certificate signed by the Chairman and a bronze medallion encased in a leather folder.  
Presented by : The Chairman at annual ceremony  
Granted for : Exceptional contributions to the operations of the S.E.C.  
Approval level : The Chairman  
Restrictions : None

SELECTIVE SERVICE SYSTEM1. Distinguished Service Award

Consists of : Gold medal encased in lucite, a rosette, a lapel emblem, and a citation certificate.  
Presented by : The Director  
Granted for : Unusually outstanding service in, or contributions to, the administration of the System.  
Approval level : The Director  
Restrictions : None

2. Exceptional Service Award

Consists of : Silver medal encased in lucite, a lapel emblem, and a citation certificate.  
Presented by : The Director  
Granted for : Exceptional service or contributions of major importance to mission responsibilities or the administration of the System.  
Approval level : The Director  
Restrictions : None

3. Meritorious Service Award

Consists of : Bronze medal encased in lucite, a lapel emblem, and a citation certificate.  
Presented by : The Director  
Granted for : Meritorious service or achievement of major significance to the System.  
Approval level : The Director or State Director  
Restrictions : None



## SMALL BUSINESS ADMINISTRATION



### 1. Gold Medal for Distinguished Service

Consists of : Gold medal and citation certificate.  
Presented by : The Administrator at annual ceremony.  
Granted for : Outstanding accomplishments or contributions to SBA or the Government.  
Approval level : The Administrator  
Restrictions : None

### 2. Silver Medal for Meritorious Service

Consists of : Silver medal and citation certificate.  
Presented by : The Administrator at annual ceremony.  
Granted for : Contributions of high importance to the Agency or the Government.  
Approval level : The Administrator  
Restrictions : None

## SMITHSONIAN INSTITUTION



### 1. The Secretary's Exceptional Service Gold Medal

Consists of : Gold medal, scroll, diamond lapel pin, an honorarium in keeping with the nature and extent of the contribution.  
Presented by : The Secretary  
Granted for : Brilliant scholarship, extremely significant administrative performance, or exceptional technical or support activity.  
Approval level : Secretary  
Restrictions : None

### 2. The Smithsonian Medal

Consists of : Gold medal and honorarium (when appropriate).  
Presented by : The Secretary  
Granted for : Exceptional contributions to art, science, history, education and technology.  
Approval level : Secretary and Board of Regents.  
Restrictions : None

### 3. The Henry Medal

Consists of : Gold medal and honorarium (when appropriate).  
Presented by : The Secretary  
Granted for : Distinguished service, achievements or contributions to the prestige and growth of the Smithsonian.  
Approval level : The Board of Regents.  
Restrictions : None



SMITHSONIAN INSTITUTION (continued)

4. The Hodgkins Medal

Consists of : Gold medal and cash award.  
Presented by : The Secretary  
Granted for : Important contributions to knowledge of the physical environment bearing upon the welfare of man.  
Approval level : The Secretary  
Restrictions : None

5. The Langley Medal

Consists of : Gold medal  
Presented by : The Board of Regents  
Granted for : Meritorious investigations in connection with the sciences of aeronautics and astronautics.  
Approval level : Board of Regents.  
Restrictions : None

STATE, DEPARTMENT OF



1. The Secretary's Award

Consists of : Plaque  
Presented by : The Secretary  
Granted for : Sacrifice of personal health, including life, in the performance of official duties.  
Approval level : The Secretary  
Restrictions : None

2. Award for Heroism

Consists of : Plaque  
Presented by : The Secretary  
Granted for : Performance of a recognized act of heroism without regard to personal safety, related to or not related to official duties.  
Approval level : The Secretary  
Restrictions : None

3. Distinguished Honor Award

Consists of : Gold medal, lapel emblem, and a certificate signed by the Secretary.  
Presented by : The Secretary  
Granted for : Exceptionally outstanding service in the Department or the Government for achievements of marked national or international significance, outstanding service and/or leadership in the administration of one or more programs which results in highly successful accomplishment of mission, outstanding accomplishments over a prolonged period that involves the exercise of authority or judgment in the public interest.  
Approval level : The Secretary  
Restrictions : None



STATE, DEPARTMENT OF (continued)

4. Superior Honor Award

Consists of : Silver medal, a lapel emblem and a certificate signed by an Assistant Secretary, or an officer of equivalent rank.

Presented by : An Assistant Secretary or an officer of equivalent rank.

Granted for : Outstanding contributions and accomplishments which contribute to the Department or the Government.

Approval level : Assistant Secretary or an officer of equivalent rank.

Restrictions : None

5. Meritorious Honor Award

Consists of : Bronze medal, lapel emblem and certificate signed by an Assistant Secretary, or an officer of equivalent rank.

Presented by : Assistant Secretary or an officer of equivalent rank.

Granted for : Outstanding service to the Department.

Approval level : Assistant Secretary or an officer of equivalent rank.

Restrictions : None

TRANSPORTATION, DEPARTMENT OF



1. Secretary's Award for Valor

Consists of : Gold medal, lapel rosette, and wall plaque with engraved plate bearing a citation and signed by the Secretary.

Presented by : The Secretary, or designated official.

Granted for : Unusual heroism involving great personal risk by civilian employees on or off duty.

Approval level : The Secretary

Restrictions : Civilian employees of the Department.

2. Secretary's Award for Outstanding Achievement

Consists of : Gold medal, lapel rosette, and wall plaque with engraved plate bearing a citation and signed by the Secretary.

Presented by : The Secretary

Granted for : Exceptionally outstanding leadership. No nominations are solicited - granted only at the Secretary's discretion.

Approval level : The Secretary

Restrictions : DOT employees and military members of U.S. Coast Guard.



TRANSPORTATION, DEPARTMENT OF (continued)

3. Secretary's Award for Meritorious Achievement

Consists of : Silver medal, lapel rosette, and wall plaque with engraved plate bearing a citation and signed by the Secretary.

Presented by : The Secretary, or designated official.

Granted for : Notable service or leadership in contributing toward mission accomplishment, EEO accomplishments, cost savings, or authorship.

Approval level : The Secretary

Restrictions : Transportation employees or military members of the U.S. Coast Guard.

4. Award for Superior Achievement

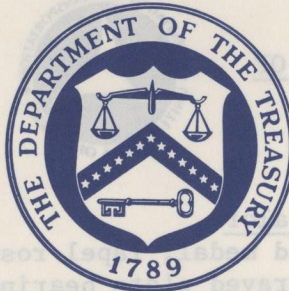
Consists of : Bronze medal, lapel rosette, and wall plaque with engraved plate bearing an appropriate citation signed by approving official.

Presented by : Approving official or his designee.

Granted for : Exceptional service or leadership in contributing toward Departmental goals.

Approval level : The Secretary, Deputy Secretary, Administrators, or the Commandant, U.S.C.G.

Restrictions : Department of Transportation employees or military members of the U.S. Coast Guard.



TREASURY DEPARTMENT

1. Alexander Hamilton Award

Consists of : Gold medal and certificate signed by the Secretary.

Presented by : The Secretary

Granted for : Outstanding and unusual leadership in the work of the Treasury Department.

Approval level : Secretary designates persons to be honored.

Restrictions : None

2. Exceptional Service Award

Consists of : Gold medal and lapel emblem and a certificate signed by the Secretary or his designee.

Presented by : The Secretary, Deputy Secretary, Under Secretary, Assistant Secretary, Bureau Head or his designee.

Granted for : Exceptional service within or beyond required duties.

Approval level : Secretary or Deputy Secretary.

Restrictions : None



TREASURY DEPARTMENT (continued)

3. Meritorious Service Award

Consists of : Silver medal and lapel emblem and a certificate signed by the Secretary or his designee.  
Presented by : The Secretary, Deputy Secretary, Under Secretary, Assistant Secretary, Bureau Head or his designee.  
Granted for : Meritorious service within or beyond required duties.  
Approval level : The Secretary or Deputy Secretary  
Restrictions : None

U.S. ARMS CONTROL AND DISARMAMENT AGENCY



1. Distinguished Honor Award

Consists of : Gold medal, lapel button, and certificate signed by the Director.  
Presented by : The Director  
Granted for : Exceptionally outstanding service to the Agency or Government for achievements of marked national or international significance.  
Approval level : The Director  
Restrictions : None

2. Superior Honor Award

Consists of : Silver medal, lapel button, and certificate signed by the Director.  
Presented by : The Director  
Granted for : Outstanding service to the Agency or to the Government, or outstanding leadership or professional competence resulting in a substantial contribution in accomplishing the Agency's mission.  
Approval level : The Director  
Restrictions : None

3. Meritorious Honor Award

Consists of : Bronze medal, lapel button, and certificate signed by the Director.  
Presented by : The Director  
Granted for : Demonstration of unusual initiative, unusual devotion to duty under adverse conditions or accomplishment of assigned responsibilities in an exemplary manner.  
Approval level : The Director  
Restrictions : None



UNITED STATES INFORMATION AGENCY



1. Distinguished Honor Award

Consists of : Gold medal and lapel emblem, certificate signed by Director in a gold lettered portfolio (for individuals).

Presented by : The Director or chief of mission at special ceremony.

Granted for : A notably outstanding contribution to the conduct of foreign relations or to the public service.

Approval level : The Director

Restrictions : Must be an employee of the Agency, or a former employee whose contributions were made while employed by the Agency.

2. Superior Honor Award

Consists of : Silver medal and lapel emblem, certificate signed by the Director (for individuals). One silver medal (for unit) and individual certificates and unit emblem for each employee in unit.

Presented by : Assistant Director or his designee at special ceremony.

Granted for : Superior service in the advancement of Agency policy and program objectives.

Approval level : Director

Restrictions : Must be an employee of the Agency, or a former employee whose contributions were made while employed by the Agency.

3. Meritorious Honor Award

Consists of : Bronze medal and lapel emblem, certificate signed by the Director (for individuals). One bronze medal (for unit) and individual certificate and unit emblem for each employee in unit.

Presented by : Assistant Director or his designee at special ceremony.

Granted for : Meritorious service in the conduct or improvement of the Agency's information program.

Approval level : The Director

Restrictions : Must be an employee of the Agency, or a former employee whose contributions were made while employed by the Agency.



UNITED STATES POSTAL SERVICE



1. Distinguished Service Award

Consists of : Certificate, letter of commendation signed by the Postmaster General and for intangible benefits, a cash award of up to \$1,000. Cash award may be modified for tangible benefits.

Presented by : Regional Postmaster General for field service performance; in Headquarters, Senior Assistant Postmaster General.

Granted for : Exceptional performance of major importance to the Postal Service.

Approval level : Regional Postmaster General for field personnel; Headquarters personnel, Senior Assistant Postmaster General.

Restrictions : None

2. Meritorious Service Award

Consists of : Certificate mounted on a wooden plaque and for intangible benefits, a cash award of up to \$500. Cash awards may be modified for tangible benefits.

Presented by : Regional Postmaster General and District Manager for field performance; at Headquarters, Assistant Postmaster General.

Granted for : Individual performance or exemplary excellence.

Approval level : District Manager (subject to modification by the Regional Postmaster General) for field employees; at Headquarters, Assistant Postmaster General.

Restrictions : None

UNITED STATES TARIFF COMMISSION



1. Commissioner's Award for Exceptional Service

Consists of : Plaque, citation signed by the Commissioners, a lapel button for men and a brooch for women.

Presented by : The Commissioners

Granted for : Exceptional contributions of major importance to the Commission or the Government.

Approval level : The Commissioners

Restrictions : None

2. Commissioner's Special Citation

Consists of : Citation certificate

Presented by : The Commissioners

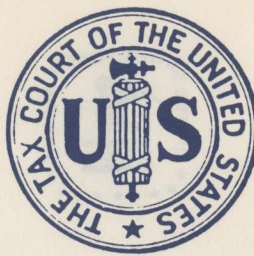
Granted for : Unusual and outstanding contributions which benefit the Commission

Approval level : The Commissioners

Restrictions : None



UNITED STATES TAX COURT



1. Faithful and Meritorious Service Award

Consists of : Certificate, or letter of commendation.  
Presented by : Chief Judge of the Court  
Granted for : Exceptional service, and extended meritorious service.  
Approval level : Chief Judge of the Court  
Restrictions : None

2. Meritorious Service Award

Consists of : Certificate, or letter of commendation.  
Presented by : Chief Judge of the Court  
Granted for : Special acts or unusual service warranting special recognition.  
Approval level : Chief Judge of the Court  
Restrictions : None

VETERANS ADMINISTRATION



1. Exceptional Service Award (individual or unit)

Consists of : Gold medal and pin with a citation signed by the Administrator (individual); Citation signed by the Administrator (unit).  
Presented by : The Administrator or his representative.  
Granted for : Contributions which include exceptional accomplishment in: some phase of VA's mission; leadership, skill or ability in administration or performance of duty; an act of employment-related heroism; creation or development of major improvement with exceptionally high benefit to VA or Government; contribution to science, an act or service in the public interest, related to official employment, of exceptional difficulty and degree of benefit.  
Approval level : Personal approval of the Administrator.  
Restrictions : This award will not be used as a retirement or "going away" award unless the employee's contribution clearly merits the recognition.



VETERANS ADMINISTRATION (continued)

2. Meritorious Service Award (individual or unit)

- Consists of : Silver medal and pin with a citation signed by the Administrator (individual); Citation signed by the Administrator (unit).
- Presented by : The Administrator or his representative.
- Granted for : Meritorious service in areas such as: accomplishment of some phase of VA's mission; outstanding performance for which usual awards are inadequate; initiative or creative ability in developing work methods; achievements in improving morale with resulting substantial improvement of work performance; unusual courage in an employment-related emergency; contributions to safety.
- Approval level : Personal approval of the Administrator.
- Restrictions : This award will not be used as a retirement or "going away" award unless the employee's contribution clearly merits the recognition.

3. Administrator's Commendation (individual or unit)

- Consists of : Certificate of commendation signed by the Administrator.
- Presented by : Administrator or his representative.
- Granted for : Recognition of special acts and services in public interest related to official employment, of such outstanding merit that incentive awards which may be granted at lower organizational levels would be inadequate recognition.
- Approval level : Administrator
- Restrictions : This award will not be used as a retirement or "going away" award unless the employee's contribution clearly merits the recognition.

4. Distinguished Career Award (individual)

- Consists of : Gold medal and pin with certificate signed by the Administrator.
- Presented by : Administrator or his representative.
- Granted for : Recognition of cumulative achievements of employees who have rendered truly distinguished service through employment in VA.
- Approval level : Personal approval of the Administrator
- Restrictions : Given to employees at the time of separation, through retirement or other means.



## REFERENCES

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*Incentive Awards Notes*, published bi-monthly by the Office of Incentive Systems, U.S. Civil Service Commission.

*Introduction to the Federal Incentive Awards Program*, published by the Office of Incentive Systems, available through the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402. (Stock Number 0600-00687)

*The Blue Book of Awards*, 1st Edition, 1956, Edited by Herbert Brook (a compilation of major awards, medals, honors, and distinctions, published by Marquis-Who's Who, Inc., 200 East Ohio Street, Chicago, Illinois 60611).











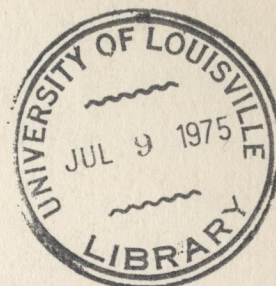




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